

25th January 2019

To : All Authorized Persons
Registered Structural Engineers
Registered Geotechnical Engineers
Registered Inspectors
Registered General Building Contractors
Registered Specialist Contractors
Registered Minor Works Contractors

Dear Sir/Madam,

**Arrangement of Submissions after
Relocation of the Buildings Department Headquarters to
North Tower, West Kowloon Government Offices**

The Existing Buildings Divisions, Mandatory Building Inspection Division, Corporate Services Division and Licensing Unit of the New Buildings Division 1 will soon be relocated to their new office at the Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon (BD Headquarters).

With effect from 25 March 2019 (Monday), all submissions relating to these Divisions/Unit should be submitted to the General Enquiry and Receipt Counter on G/F of BD Headquarters. The Building Information Centre will also be relocated to 2/F of BD Headquarters on 1 April 2019 (Monday) to continue providing inspection and copying service of building records for private buildings.

A list of all the Divisions/Unit involved is given in Annex I.

Yours faithfully,



(YU Po-mei, Clarice)

Assistant Director/Corporate Services
for Director of Buildings

List of Divisions / Unit to be relocated to BD Headquarters

Existing Buildings Divisions -

Sections A to F

Village Houses Section

Slope Safety Section

Building Safety Loan Scheme Unit

Mandatory Building Inspection Division -

Mandatory Building Inspection Sections 1 & 2

Fire Safety Section

Corporate Services Division -

Legal Services Section

Minor Works & Signboard Control Section

Technical Services Section

Licensing Unit of New Buildings Division 1